

Rural Media

Job Description & Person Specification

Communications and Finance Administrator

Reports to:	Finance and Operations Director
Links with:	Creative Director CEO
Location:	Based at the organisation's office in Hereford at Packers House, 25 West Street, HR4 0BX.
Type of contract:	Full time fixed term contract to 31 December 2020, to cover a period of maternity leave. (The end date may be extended, depending on the return date of the current post-holder.)
Hours of work:	37.5 hrs. per week (Monday – Friday 9.00 -5.30)
Salary:	NJC Scale 5 Point 12 - £21,589

Overview

Rural Media

Rural Media is a Hereford-based production company and charity producing award-winning films and digital arts projects. Founded over 25 years ago, we have a reputation, locally and nationally, for telling powerful stories from unheard voices and nurturing creative talent.

Rural Media Charity

Rural Media Charity works with communities, schools, groups and individuals to create issue-driven films, heritage and digital arts projects that raise awareness, influence change and celebrate rural life.

Rural Media Productions

The commercial arm of Rural Media. From music videos to commercial virals, from broadcast television to corporate films, We've already done exceptional work for the BBC, BFI, Channel 4, Alzheimer's Society, Women's Aid, the Welsh Assembly, Herefordshire Council and Hay Festival, our talented team operates out of the only dedicated professional production facility in Herefordshire. RMP's income will be invested back into the Rural Media Charity to ensure media production with a conscience continues to thrive in Herefordshire and beyond.

Job Description

Summary

To be responsible for the timely and accurate input of financial information into Rural Media's accounting system, Xero; to provide a 'front of house' service to meet and greet visitors, to carry out a range of administrative tasks and support the staff team with admin and clerical support.

This is a varied role and you must be flexible and willing to take on a range of tasks

Main Duties

Finance

1. Maintain and update accounting records for the charity and production company
2. Reconcile bank accounts on a daily basis
3. Ensure appropriate authorisation procedures are followed
4. Ensure all suppliers and freelancers are paid accurately and to terms and that all invoices are coded to correct department and nominal code.
5. Prepare payment runs to suppliers and freelancers.
6. Credit control and other ad hoc duties.
7. Provide advice and information to Project Managers and budget holders.
8. Liaise with Development team to provide information to support applications and tenders.
9. Assist Finance and Operations Director on any reports and analysis
10. Maintain and observe an appropriate level of confidentiality at all times

Administration

1. To provide a 'front of house' service to meet and greet visitors, including housekeeping support, keep reception area tidy, provide refreshments for visitors.

2. To provide admin support where necessary: Answering telephone and emails, ensuring outgoing post is sent daily, managing company diaries, assist with administering company database and other secretarial/clerical support.
3. Overseeing the effective management of company administrative systems including: filing, archives, library, database.
4. Support the distribution, marketing and PR functions of the organisation
5. To provide information, data and administrative support for staff and freelancers as required, including arranging meetings and travel arrangements.
6. This is not intended as an exhaustive list of duties. Other duties as may be reasonably be required for the successful delivery of the project will form part of this job description.

All duties to be carried out with due regard to:

- Health and Safety
- Child and Vulnerable Adult Safeguarding
- Data Protection and Confidentiality
- Equality and Diversity Policy

PERSON SPECIFICATION – Essential and Desirable Qualities

Essential	Desirable
Proven and demonstrable experience of working in a finance role	AAT Qualified
Educated to A'level equivalent with a min of GCSE English and Maths.	Knowledge of charity accounting
Proficient in Microsoft Office and Excel	
Excellent attention to detail and methodical approach	
Knowledge and experience of Xero accounts	
Excellent ICT, literacy and numeracy skills.	
A team worker, highly motivated, confident and enthusiastic.	
Ability to deal appropriately with confidential and sensitive information.	
Ability to work efficiently and to deadlines Flexible approach to work and hours to satisfy the needs of the business	
Excellent interpersonal and communication skills.	

Job share and/or part time working will be considered. For example, the Finance aspects of the role might be performed by one person and the Administration aspects by another.

Please send your CV to Richard Deane (RichardD@ruralmedia.co.uk) , Finance and Operations Director, by Friday 6th March 2020.

Suggested start-date: late April, early May 2020 in order to allow a handover period with the current post-holder.